



City of Pittston

Fiscal Year 2018

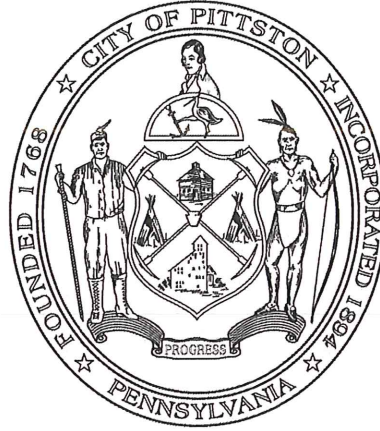
Approved Budget

Appropriated Funds:

General Fund

Liquid Fuels Fund

Sewer Maintenance Fund

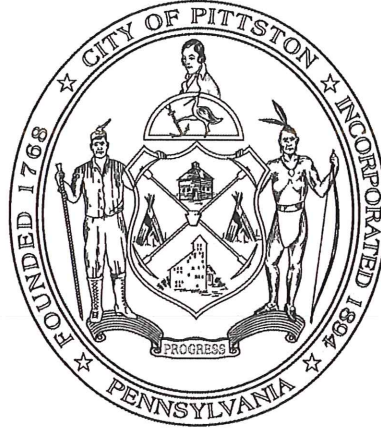


City of Pittston

Fiscal Year 2018 Approved Budget

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City of Pittston

Fiscal Year 2018

Budget Approval Process

City of Pittston: Budget Approval Process

City Administrator Submits Proposed Budget to City Council Before October 31st in accordance with Pittston City Code Section C11.02

City Councilmembers review City Administrator's Proposed Budget

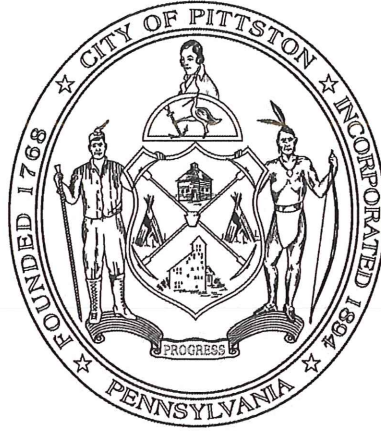
City Council accepts public comment on proposed budget during public comment period at Council Meeting

City Council Introduces Budget Ordinance With Majority Vote at Council Meeting and Proposed Budget Ordinance is Available for 30 days for Public Review per Pittston City Code Section C11.03

City Council hears additional public comment on proposed budget during public comment period at Council Meeting

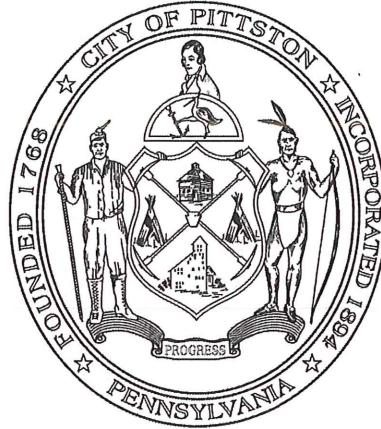
City Council Approves Budget Ordinance By Majority Vote at Council Meeting on or before December 31st and Approved Budget Ordinance Takes Effect on January 1st per Pittston City Code Section 11.03

City Council Fails to Approve Budget on or before December 31st and City Administrator's Proposed Budget Takes Effect on January 1st per Pittston City Code Section 11.04



**City of Pittston
Fiscal Year 2018
Approved Budget**

**BUDGET
SUMMARY**

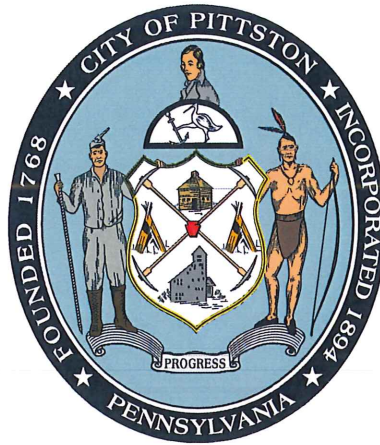


City of Pittston

Fiscal Year 2018

Approved Budget

<u>Appropriated Fund</u>	<u>Total Budget</u>
General Fund	\$5,340,440
Liquid Fuels Fund	\$1,095,718
Sewer Fund	\$288,500
TOTAL:	\$6,724,658



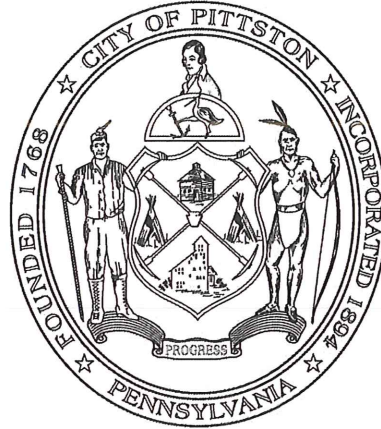
“HOMESTEAD EXEMPTION” PROPERTY TAX RELIEF FOR OWNER-OCCUPIED HOMES

10% INCREASE FOR FISCAL YEAR 2018

In 2013 the Pittston City Council enacted an Ordinance (Pittston City Code Chapter 436 Article VII, §436-40 to §436-45) to provide property (real estate tax) relief for owner-occupied homes in the city. The City of Pittston is the only municipal government in the region to provide this type of property tax relief for municipal-level taxes.

Under this Ordinance, \$15,000 of assessed value is eliminated from the calculation used to levy the Pittston City real estate tax on the parcel, reducing the city property tax for the property. This applies only to owner-occupied homes.

For Fiscal Year 2018, the City Council has enacted an ordinance (File of Council #15 of 2017) **which increases the Homestead Exemption by 10 percent for 2018, from \$15,000 to \$16,500.**



**City of Pittston
Fiscal Year 2018
Approved Budget**

**ENACTING
ORDINANCE**

**File of Council
NO 10 {2017}**

Mayor Jason C. Klush, In Place

December 20, 2017

An Ordinance of the City Council of the City of Pittston, Luzerne County, Pennsylvania, appropriating the Fiscal Year 2018 budget for the General Fund, Sewer Maintenance Fund and Liquid Fuels Fund for the City of Pittston in accordance with Article XI of the City of Pittston Home Rule Charter, Pittston City Code Section C11.

Be It Ordained and Enacted, and it is hereby Ordained and Enacted, by the City Council of the City of Pittston, Luzerne County, Pennsylvania that:

Section 1. Short Title. This Ordinance may be cited as the “City of Pittston 2018Approved Budget.”

Section 2. Purpose. In accordance with Pittston City Code, Section C11.03 and Section C2.05(A) [Home Rule Charter of the City Of Pittston], the City Council shall, by Ordinance, adopt an annual budget for operating funds of the City of Pittston.

Section 3. Fiscal Year and Appropriation. There is hereby appropriated for the General Fund, Sewer Maintenance Fund, and Liquid Fuels Fund, for the fiscal year commencing on January 1, 2018 and terminating on December 31, 2018, an approved budget specified as follows:

<u>Fund Title</u>	<u>Total Revenue</u>	<u>Total Expenditures</u>
General Fund	\$5,340,440	\$5,340,440
Sewer Maintenance Fund	\$1,095,718	\$1,095,718
Liquid Fuels Fund	\$288,500	\$288,500
	\$6,724,658	\$6,724,658

Section 4. Appropriations Control. The appropriation control for the General Fund, the Sewer Maintenance Fund, and the Liquid Fuels Fund shall be at the line item level as set forth in the column marked “Fiscal Year 2018Budget” on Attachment 1 (General Fund); Attachment 2 (Sewer Maintenance Fund) and Attachment 3 (Liquid Fuels Fund) to this Ordinance and are incorporated as if fully set forth in the text of this Ordinance. In accordance with Section 11.08 of the Home Rule Charter, no payment shall be made

nor obligation incurred except as consequence of available appropriation and subject to lawful authorization. Additionally, no payment shall be made unless there is available funding available in the treasury.

Section 5. Other Funds. All previously authorized Fiduciary, Trust, Escrow, and Capital Project Funds shall continue for fiscal year 2018 under the terms and conditions set forth in their enacting legislation and Section C11.09 of the Pittston City Code.

Section 5. Responsible Official. The City Administrator is authorized to administer this budget on a day to day basis and shall inform all city department heads and employees on the budget at the beginning of the year and periodically throughout the year. In accordance with Section Pittston City Code Section C4.04(G), the City Administrator shall provide a monthly summary progress report on the condition of the city budget to the City Council and shall timely notify the City Council of any unexpected developments with regard to revenues, expenditures and the overall budget, and make recommendations for amendments to the budget during the fiscal year based on actual and projected revenue and expenditures.

Section 6. Effective Dates. This Ordinance shall take effect on January 1, 2018 and shall terminate on December 31, 2018.

Section 7. Severability. If any provision of this Ordinance is deemed invalid by a court of law, the remaining provisions shall remain in full force and effect.

Section 8. Repealer. This ordinance supersedes and repeals and replaces any previous ordinance or ordinance which conflicts with any provision of this ordinance.

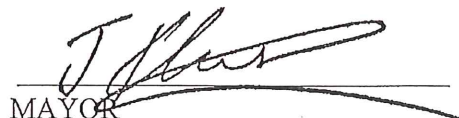
Introduced at a meeting of the City Council of the City of Pittston, November 15, 2017.

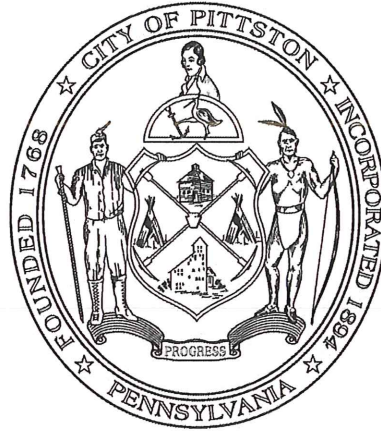
ADOPTED at a meeting of the City Council of the City of Pittston, December 20, 2017.

ATTEST:

APPROVED:


CITY ADMINISTRATOR


MAYOR



City of Pittston

Fiscal Year 2018

Approved Budget

GENERAL

FUND

City of Pittston

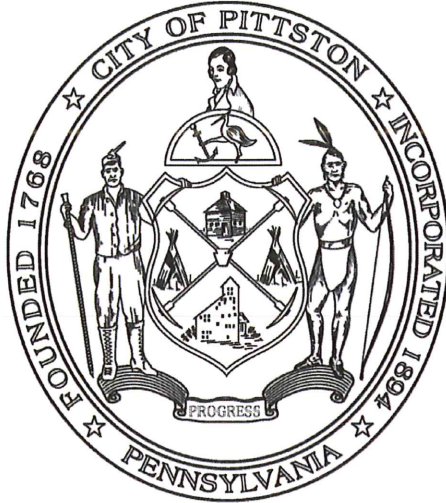
General Fund

The General Fund is the city's largest appropriated fund and includes most costs related to general operations and the cost of the city's day to day operations.

Revenue not specifically directed to another fund is deposited into the General Fund. Major revenue sources include property taxes, earned income tax, and permit and license fees.

Major costs supported by this fund include personnel costs for the city's staff and non-personnel costs for such things as insurances, utilities, supplies, and debt service for long and short-term loans.

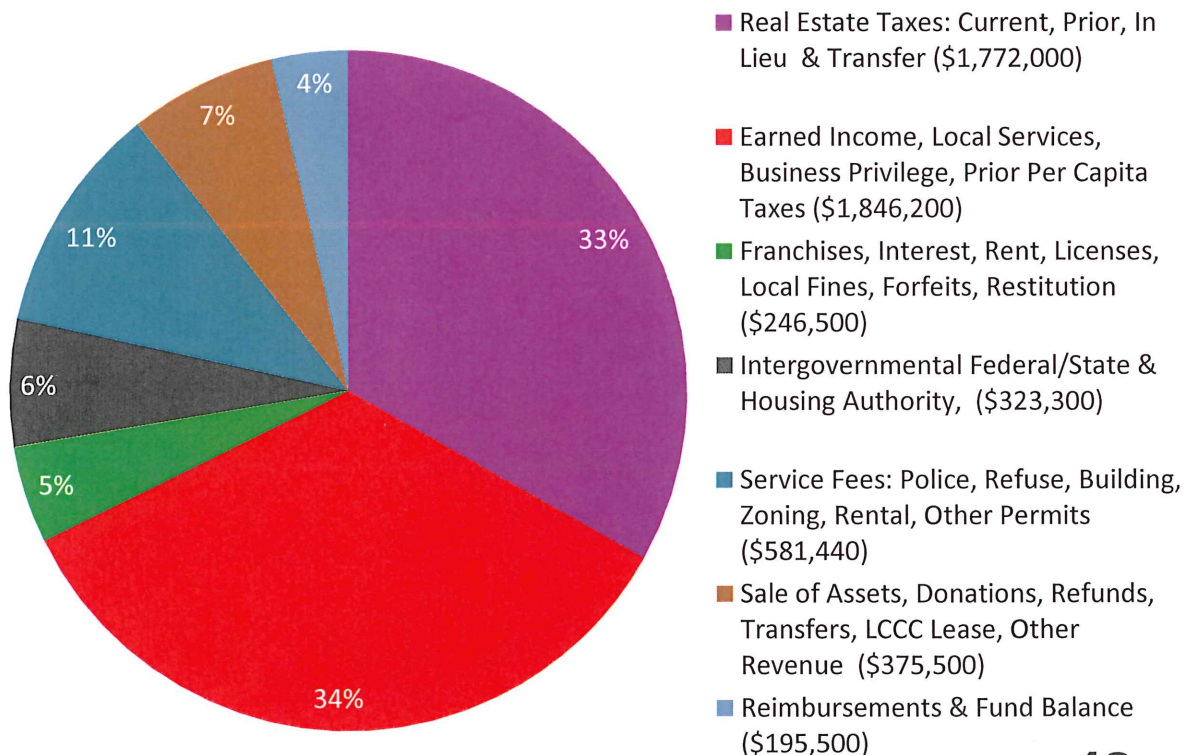
This fund includes the budget for the Administration Department including Building Codes Enforcement, and Tax Collection; Emergency Services including the Fire Bureau, Police Department and Emergency Management Agency; Residential Refuse and Recycling Collection and a major portion of the budget for costs related to street and sewer maintenance.



City of Pittston Fiscal Year 2018 Approved General Fund Budget

WHERE THE \$5,340,440 OF REVENUE COMES FROM:

City of Pittston Fiscal Year 2018 General Fund Approved Budget: By Major Revenue Category

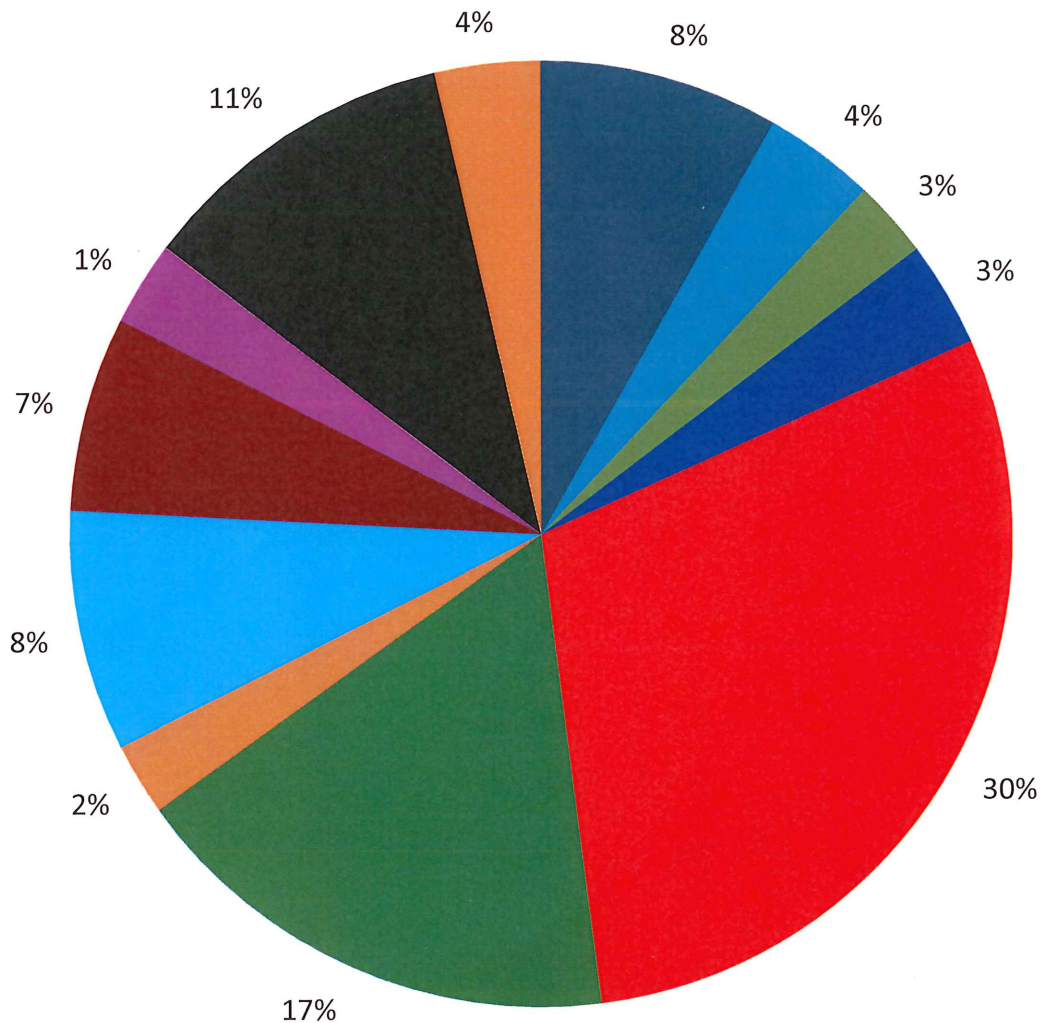


How the \$5,340,440 in Funds Will Be Spent:

City of Pittston Fiscal Year 2018

General Fund Approved Budget Expenditures by Major Category

- Administration & Auditing (\$440,835)
- Tax Collector/Treasurer (\$204,171)
- Govt Operations: Legal, IT, Payroll, EMA, Ambulance Assn, City Hall Bldg (\$141,800)
- Office of Community Development (\$191,985)
- Police Department (\$1,583,444)
- Fire Department (\$914,979)
- Building Codes, Rental Insp., Code Enforcement, Zoning, Boards & Commissions (\$131,561)
- Refuse & Recycling Collection (\$439,885)
- Streets & Sewer Maintenance (\$354,806)
- Public Property, Parks, Library, Special Events, Main Street Maint, Fuel System (\$154,839)
- Debt Service--Capital Projects & TRAN Interest (\$589,778)
- Liability Insurance, OPEB, AssetAppraisal, Energy Contract, Donations, Prior Liabilities, Miscellaneous (\$192,757)



FY 2018 APPROVED GENERAL FUND BUDGET 15 NOV 2017

	Fiscal Year 2017 Amended Budget	FISCAL YEAR 2018 APPROVED BUDGET
REVENUE		
3014100 · REAL ESTATE TAXES-CURRENT YEAR	\$1,455,000	\$1,455,000
3014400 · REAL ESTATE TAXES-TAX CLAIM BUR	\$250,000	\$250,000
3104010 · PER CAPITA TAX--PRIOR YEARS	\$300	\$200
3104100 · REAL ESTATE TRANSFER TAX	\$47,000	\$65,000
3104200 · EARNED INCOME TAX	\$1,150,000	\$1,703,000
3104500 · LOCAL SERVICES TAX	\$101,000	\$101,000
3104700 · MECHANICAL DEVICE TAXES	\$3,000	\$3,000
3104800 · BUSINESS PRIVILEGE TAXES	\$45,000	\$42,000
3214300 · PEDDLERS LICENSES	\$500	\$500
3214700 · CABLE TELEVISION FRANCHISE	\$107,000	\$108,000
3214800 · ST. & CURB PAVE CUT PERMITS	\$6,500	\$12,000
3214900 · RENTAL INSPECTION FEES	\$66,500	\$48,000
3214910 · VACANT PROP REGISTRY	\$3,000	\$8,000
3314100 · DISTRICT MAGISTRATE FINES	\$25,000	\$25,000
3314130 · STATE POLICE FINES	\$4,000	\$3,000
3314140 · PARKING VIOLATIONS	\$5,000	\$5,000
3314145 · PARKING VIOLATIONS-DELINQUENT	\$1,500	\$1,500
3324140 · RESTITUTION/ADULT PROBATION	\$5,000	\$5,000
3414100 · INTEREST-BANK CHECKING	\$500	\$500
3414900 · INTEREST-DELINQUENT TAXES	\$15,000	\$15,000
3424100 · RENT-MAGISTRATE	\$12,000	\$12,000
3534000 · NON-GOV'T GRANT	\$500	\$0
3544020 · SEATBELT-DARE-DUI-PUBLIC SAFETY	\$3,195	\$3,100
3544155 · RECYCLING PERFORMANCE GRANT	\$11,448	\$5,600
3544160 · ACT101 SEC 902-RECYCLE GRANT	\$3,787	\$0
3544900 · OTHER STATE GRANTS	\$14,417	\$14,400
3554010 · PUBLIC UTILITY REALTY TAX	\$3,157	\$3,200
3554080 · ALCOHOLIC BEVERAGES LICENCES	\$4,000	\$3,500
3554130 · FOREIGN FIRE INS. PREM. TAX	\$25,000	\$26,000
3554910 · STATE AID - PENSIONS	\$224,824	\$225,000
3574020 · PUBLIC SAFETY-LOCAL GOV'T	\$6,000	\$5,500
3574070 · SPECIAL EVENT/OTHER PERMITS	\$1,500	\$1,500
3594300 · HOUSING AUTHORITY-PAYMENT	\$35,196	\$35,500
3594310 · IN LIEU OF TAXES-ST GABRIELS	\$2,000	\$2,000
3614300 · ZONING PERMITS	\$3,000	\$3,000
3614310 · ZONING-HEARING FEES	\$1,950	\$1,750
3614400 · SUBDIVISION/LAND DEV FEES	\$750	\$500
3614500 · SALE OF MAPS & PUBLICATIONS	\$100	\$0
3624100 · ACCIDENTS REPORTS	\$4,000	\$4,000
3624150 · FINGERPRINT-BACKGROUND	\$2,000	\$2,000
3624300 · TOWING SERVICES	\$20,100	\$20,100
3624350 · HANDICAPPED PARKING PERMITS	\$240	\$240
3624410 · BUILDING PERMITS	\$70,000	\$55,000

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Accrual Basis

3624415 · DUMPSTER PERMIT	\$1,200	\$1,200
3624450 · FIRE INSPECT-USE & OCCUPANCY	\$2,250	\$3,000
3624460 · DEMOLITION PERMITS	\$1,960	\$1,200
3624470 · PLAN REVIEW FEE	\$2,500	\$2,500
3624485 · BUILDING CODE HEARING FEE	\$1,000	\$500
3624490 · STATE FEES - UCC	\$1,100	\$1,200
3624492 · PA ONE CALL REBATE	\$0	\$0
3634210 · METER FEES	\$21,000	\$21,000
3644300 · REFUSE COLLECTION-CURRENT YEAR	\$420,000	\$420,000
3644305 · HUGHESTOWN REFUSE	\$63,000	\$0
3644310 · REFUSE COLLECT-PRIOR YEAR	\$25,000	\$25,000
3644320 · BULK GARBAGE-LANDFILL FEES	\$5,500	\$5,500
3644340 · REFUSE-COMMERCIAL	\$4,250	\$4,500
3644410 · SEWER TAP FEE	\$750	\$750
3644500 · RECYCLABLE MATERIAL-SCRAP METAL	\$500	\$500
3644503 · RECYCLABLE MAT.-SINGLE STREAM	\$7,000	\$7,000
3674430 · SHOWMOBILE RENTAL	\$500	\$500
3834000 · SPECIAL ASSESSMENTS-Legal Fees	\$500	\$500
3874000 · DONATIONS-PRIVATE SOURCE	\$200	\$500
3894000 · OTHER MISC. REVENUE	\$1,000	\$1,000
3894010 · POSTAGE-TAX OFFICE	\$1,000	\$1,000
3894012 · TOMATO FESTIVAL INCOME	\$4,100	\$5,000
3894015 · ST. PATRICK'S DAY INCOME	\$3,685	\$3,600
3894020 · COPIES-HARD COPIES OF DOCUMENTS	\$8,000	\$8,000
3894030 · INSURANCE REFUNDS	\$94,819	\$10,000
3894060 · VENDING MACHINE	\$500	\$400
3895000 LCCC LEASE PAYMENTS	\$0	\$30,000
3914100 · SALE OF FIXED ASSETS	\$500	\$500
3914400 · REFUNDS-PRIOR YEAR	\$32,800	\$16,000
3914401 · REFUNDS-CURRENT YEAR	\$3,000	\$5,000
3914402 · ENERGY SAVING REBATES	\$599	\$0
3924080 · TRANSFER FROM SEWER FUND	\$292,000	\$292,000
3924360 · DONATION FOR K9 DIVISION	\$2,900	\$2,500
3924945 · INTERGOV REIMB - WYOMING	\$21,440	\$20,000
3924950 · INTERGOV REIMB - COMM DEV	\$70,000	\$70,000
3924960 · INTERGOV REIMB - PARK AUTH	\$20,000	\$20,000
3924981 · INTERGOV REIMB JENKINS TWP	\$15,000	\$12,500
3924990 · INTERGOV REIMB - PITT AREA S.D.	\$48,170	\$48,000
3961000 · SETTLEMENT & JUDGEMENT	\$4,000	\$0
3994000 · USE OF UNRESERVED FUND BALANCE	\$46,019	\$25,000
Total Revenue		
Gross Profit	\$4,967,706	\$5,340,440

EXPENDITURES

4006100 · SALARY-MAYOR	\$3,000	\$3,000
4006110 · SALARIES-COUNCIL	\$10,000	\$10,000
4006130 · SALARY-CONTROLLER	\$2,500	\$0

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Accrual Basis

4006150 · OFFICIAL-BENEFITS	\$1,400	\$1,400
4006160 · PAYROLL TAXES-EMPLOYERS	\$1,400	\$1,200
4006180 · WORKERS COMP INS	\$300	\$300
4006310 · ANNUAL AUDIT- CAFR	\$9,000	\$9,000
4006315 · PROGRAM AUDITS	\$2,000	\$2,000
4006320 · COMMUNICATION	\$2,500	\$2,500
4006330 · CITY WEBSITE MAINTENANCE	\$800	\$800
4006340 · ADVERTISING & PRINTING	\$4,500	\$4,500
4006350 · INSURANCE & BONDING	\$4,600	\$4,600
4006360 · PUBLIC OFFICIALS INSURANCE	\$26,240	\$26,240
4006370 · NOTARY STIPEND	\$500	\$500
4006420 · DUES & SUBSCRIPTIONS	\$3,800	\$3,800
4006430 · GFOA MEMBERSHIP	\$350	\$350
4006455 · COMPUTER MEMORY BACK-UP	\$3,000	\$3,000
4006460 · MEETINGS & CONFERENCES	\$1,000	\$1,000
4006490 · OTHER SERVICES & CHARGES	\$500	\$500
4026130 · SALARY-CLERKS	\$32,500	\$32,500
4026140 · CITY MANAGER	\$79,567	\$81,954
4026142 · OPERATIONS COODINATOR	\$43,899	\$45,216
4026150 · EMPLOYEE BENEFITS	\$26,500	\$26,000
4026151 · HEALTH DEDUCTABLE-CLERK	\$2,100	\$2,100
4026160 · PAYROLL TAXES-EMPLOYEES	\$13,000	\$14,000
4026180 · WORKERS COMPENSATION INSURANCE	\$2,000	\$2,000
4026185 · WC AUDIT PRIOR YEAR	\$4,950	\$3,000
4026200 · SUPPLIES-CITY ADMINISTRATOR	\$2,800	\$2,500
4026210 · POSTAGE	\$1,300	\$1,200
4026260 · SM TOOLS/ MINOR EQUIPMENT	\$500	\$1,000
4026320 · COMMUNICATION-CITY CLERK	\$3,000	\$3,000
4026420 · DUES/SUBSCRIPTIONS	\$800	\$500
4026450 · CONTRACTED SERVICES-CITY CLERK	\$2,900	\$2,800
4026490 · OTHER SERVICES & CHARGES-CLERK	\$1,500	\$1,000
4026651 · ORDINANCE CODIFICATION	\$1,400	\$4,000
4026920 · NON-UNION PEN MMO LOCAL PYT	\$78,000	\$143,375
4036100 · SALARY- TAX COLLECTOR	\$14,500	\$14,500
4036110 · SALARY-OFFICE MANAGER	\$24,099	\$0
4036120 · SALARY-CLERKS-2	\$80,000	\$99,021
4036150 · EMPLOYEE BENEFITS-TREASURER	\$40,000	\$38,000
4036151 · HEALTH DEDUCTABLE-TAX	\$2,500	\$2,500
4036160 · PAYROLL TAXES-EMPLOYERS-TREAS.	\$11,000	\$11,000
4036180 · WORK COMP INS.-TREASURER	\$2,000	\$2,000
4036181 · FIDUCIARY INSURANCE	\$5,000	\$5,000
4036192 · TAX OFFICE-OVERTIME	\$200	\$300
4036193 · TAX-TERMINAL LEAVE	\$9,216	\$7,500
4036200 · SUPPLIES-TREASURER	\$3,600	\$2,000
4036210 · POSTAGE-TREASURER	\$2,000	\$2,000
4036220 · DIRECT DEPOSIT/BANK FEES	\$7,200	\$8,000
4036260 · SM. TOOLS/MINOR EQUIP-TREASURER	\$800	\$500
4036320 · COMMUNICATION-TREASURER	\$1,700	\$1,800

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Accrual Basis

4036330 · TAX COLLECTORS COMMISSION	\$0	\$0
4036335 · ACT 32 TAX COLLECTION COMMITTEE	\$0	\$250
4036340 · ADVERTISING/PRINTING-TREASURER	\$2,500	\$2,500
4036420 · DUES/SUBSCRIPTION-TREASURER	\$200	\$200
4036450 · CONTRACTED SERV.-TREASURER	\$5,500	\$5,000
4036490 · OTHER SERV. & CHARGES-TREASURER	\$2,100	\$2,100
4046100 · SALARY-SOLICITORS	\$12,000	\$12,000
4046102 · ASST SOLICITOR	\$6,000	\$6,000
4046160 · PAYROLL TAXES-EMPLOYERS-LAW	\$1,500	\$1,500
4046180 · WORKERS COMPENSATION INS.-LAW	\$1,000	\$1,000
4046450 · SPECIAL LEGAL SERVICE	\$12,000	\$50,000
4046490 · OTHER LEGAL SERVICES & CHARGES	\$1,800	\$2,000
4066110 · SALARY-OCD DIRECTOR	\$63,923	\$65,841
4066116 · OCD-ASST. DIRECTOR	\$40,165	\$41,370
4066120 · SALARY-OCD BOOKKEEPER	\$31,043	\$31,974
4066150 · EMPLOYEE BENEFITS-OCD	\$33,000	\$34,000
4066151 · HEALTH DEDUCTABLE-OCD	\$4,000	\$3,500
4066160 · PAYROLL TAXES-EMPLOYERS-OCD	\$12,000	\$12,000
4066180 · WORKERS COMP - INSURANCE	\$3,000	\$3,300
4076310 · PAYROLL & ACCOUNTING SERVICES	\$3,500	\$3,500
4076490 · SOFTWARE/HARDWARE MAINTENANCE	\$22,000	\$10,000
4076700 · CITYWIDE SOFTWARE UPGRADE	\$10,000	\$10,000
4096110 · SALARY-JANITOR- BLDG & PLANT	\$5,000	\$6,000
4096200 · SUPPLIES - BLDG & PLANT	\$7,000	\$5,000
4096310 · PROFESSIONAL SERV - BLDG/PLANT	\$500	\$500
4096320 · COMMUNICATION - BLDG & PLANT	\$0	\$0
4096360 · PUBLIC UTILITY SERVICE-BLDG&PLT	\$16,000	\$18,000
4096370 · REPAIRS & MAINT SERV-BLDG&PLANT	\$500	\$1,000
4096450 · CONTRACTED SERVICE-BLDG & PLANT	\$1,500	\$1,500
4096490 · OTHER SERVICE& CHARGES-BLDG/PLT	\$500	\$500
4096700 · CAPITAL PURCHASES-BLDG & PLANT	\$650	\$0
4096800 HVAC CONTRACT		\$5,000
4096810 ELEVATOR CONTRACT		\$1,000
4096820 TELEPHONE PURCHASE		\$4,800
4104150 · EMERGENCY MANAGEMENT	\$500	\$500
4106100 · SALARY - POLICE CHIEF	\$64,334	\$66,264
4106120 · SALARY- POLICE SERGEANTS	\$150,000	\$117,272
4106130 · SALARY-POLICE-F/T PATROLMEN	\$274,730	\$282,970
4106140 · SALARY-PART TIME POLICE	\$125,000	\$135,000
4106150 · EMPLOYEE BENEFITS-POLICE	\$117,000	\$110,000
4106151 · HEALTH DEDUCTABLE-POLICE	\$7,000	\$7,000
4106160 · PAYROLL TAXES-EMPLOYERS-POLICE	\$28,000	\$25,000
4106180 · WORKERS COMP INS.	\$34,000	\$32,000
4106181 · LAW ENFORCEMENT LIAB. INS.	\$19,500	\$19,500
4106185 · DRUG TASK FORCE	\$8,000	\$7,000
4106190 · LONGEVITY-POLICE	\$9,225	\$13,375
4106191 · HOLIDAY PAY-POLICE	\$25,000	\$25,000
4106192 · OVERTIME-POLICE	\$5,000	\$5,000

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11/13/17

Accrual Basis

4106193 · POLICE-TERMINAL LEAVE	\$29,366	\$20,000
4106195 · MAGISTRATE PAY	\$14,000	\$13,000
4106196 · COURT/WRITE-UPS	\$5,000	\$5,000
4106200 · SUPPLIES-POLICE	\$2,500	\$2,500
4106230 · FIREARMS-AMMUNITION	\$3,000	\$3,000
4106240 · UNIFORMS-POLICE	\$7,200	\$7,000
4106250 · VEHICLE PARTS-POLICE	\$2,500	\$2,500
4106260 · SM TOOLS/MINOR EQUIP.-POLICE	\$1,000	\$1,000
4106310 · PROFESSIONAL SERVICES-POLICE	\$500	\$500
4106320 · COMMUNICATION-POLICE	\$2,800	\$2,500
4106330 · VEHICLE GAS, OIL ETC.-POLICE	\$13,000	\$13,000
4106340 · ADVERTISING & PRINTING-POLICE	\$500	\$500
4106350 · INS.-LIABILITY & VEHICLE-POLICE	\$15,000	\$15,000
4106370 · VEHICLE REPAIR & MAINT.-POLICE	\$7,000	\$7,000
4106400 · COURT COSTS & INVESTIGATION	\$100	\$100
4106420 · DUES & SUBSCRIPTIONS-POLICE	\$1,000	\$1,000
4106450 · CONTRACTED SERVICES-POLICE	\$5,000	\$5,000
4106460 · MEETING/CONFERENCES-POLICE	\$1,500	\$1,500
4106490 · OTHER SER. & CHARGES-POLICE	\$2,200	\$2,000
4106700 · CAPITAL PURCHASES-POLICE	\$30,000	\$19,572
4106710 SPECIAL CAPITAL PURCHASE POLICE		\$10,000
4106915 · POLICE PENSION MMO-LOCAL PYT	\$426,027	\$505,191
4106920 POLICE PENSION PRIOR YEAR MMO	\$0	\$100,000
4107000 · K-9 DIVISION COSTS	\$1,400	\$1,200
4116100 · SALARY-FIRE CHIEF	\$57,903	\$62,092
4116110 · SALARY-ASSISTANT CHIEF	\$110,136	\$117,334
4116115 · SALARY-CAPTAIN	\$113,000	\$114,184
4116116 · SALARY-FULL TIME FIRE	\$101,071	\$113,484
4116130 · SALARY-PART TIME FIRE	\$38,000	\$45,000
4116140 · VOLUNTEER WAGES-FIRE	\$2,000	\$2,000
4116150 · EMPLOYEE BENEFITS-FIRE	\$136,841	\$137,000
4116151 · HEALTH DEDUCTABLE-FIRE	\$13,000	\$12,000
4116152 · EDUCATION STIPEND	\$500	\$1,000
4116160 · PAYROLL TAXES/EMPLOYER-FIRE	\$38,000	\$37,000
4116180 · WORKERS COMP INSURANCE-FIRE	\$25,000	\$26,000
4116181 · WORKERS COMP VOLUNTEERS	\$48,000	\$45,000
4116190 · LONGEVITY-FIRE	\$7,200	\$7,800
4116192 · OVERTIME-FIRE	\$1,500	\$2,000
4116193 · FIRE INSPECTIONS	\$3,750	\$3,000
4116200 · SUPPLIES-FIRE	\$2,100	\$2,000
4116240 · UNIFORMS-FIRE	\$6,300	\$6,300
4116250 · VEHICLE PARTS-FIRE	\$2,000	\$2,000
4116260 · SM. TOOL/ MINOR EQUIP-FIRE	\$1,400	\$1,400
4116310 · PROFESSIONAL SERVICES-FIRE	\$300	\$300
4116320 · COMMUNICATIONS	\$1,800	\$1,800
4116330 · VEHICLE GAS, OIL ETC.-FIRE	\$3,000	\$3,000
4116340 · ADVERTISING & PRINTING-FIRE	\$200	\$200
4116350 · INSURANCE-VEHICLES	\$18,000	\$17,000

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Accrual Basis

4116360 · PUBLIC UTILITY SERVICES-FIRE	\$12,000	\$12,000
4116370 · VEHICLE REPAIR & MAINT.-FIRE	\$15,000	\$15,000
4116420 · DUES & SUBSCRIPTIONS-FIRE	\$250	\$250
4116430 · MISCELLANEOUS - FIRE	\$100	\$100
4116450 · CONTRACTED SERVICES-FIRE	\$2,000	\$2,000
4116460 · MEETING CONFEREN TRAIN-FIRE	\$500	\$1,000
4116470 · OTHER UTILITIES-FIRE HYDRANTS	\$26,000	\$26,000
4116480 · BLDG. REPAIR & MAINT.-FIRE	\$500	\$12,000
4116490 · OTHER SERV. & CHARGES-FIRE	\$1,200	\$1,200
4116500 · SPECIAL EXPENSE-GRANT	\$530	\$500
4116530 · CONTRIBUTION-FIREMEN'S RELIEF	\$25,220	\$26,000
4116915 · FIRE PENSION MMO-LOCAL PYT	\$64,236	\$59,635
4126180 · AMBULANCE/RESCUE WORKERS COMP	\$2,000	\$2,000
4136480 · CODE INSPECTION FEE	\$400	\$800
4136481 · RESIDENTIAL INSPECTIONS	\$4,000	\$5,000
4136482 · COMMERCIAL INSPECTIONS	\$4,000	\$3,000
4146120 · CODE/ZONING SALARY	\$55,620	\$57,289
4146150 · EMPLOYEE BENEFITS-ZONING	\$5,000	\$19,500
4146151 · HEALTH DEDUCTABLE-CODE	\$1,800	\$1,500
4146160 · PAYROLL TAXES EMPLOYERS-ZONING	\$4,300	\$4,500
4146180 · WORKERS COMP INS.-ZONING	\$3,000	\$2,000
4146200 · SUPPLIES-ZONING	\$1,100	\$1,000
4146260 · SM TOOLS/MINOR EQUIP-ZONING	\$500	\$500
4146310 · PROFESSIONAL SERV.	\$500	\$500
4146320 · COMMUNICATION-ZONING	\$1,800	\$2,000
4146330 · CODE ENFORCEMENT GAS	\$600	\$600
4146340 · ADVERTISING & PRINTING-ZONING	\$2,000	\$1,500
4146350 · VEHICLE INS- BONDING-ZONING	\$2,700	\$2,500
4146420 · DUES & SUBSCRIPTIONS-ZONING	\$500	\$500
4146450 · STANDING COMMISSIONER-ZONE HEAR	\$1,200	\$1,200
4146460 · MEETING/CONFERENCES-ZONING	\$250	\$250
4146480 · LAND BANK MEMBERSHIP	\$250	\$1,750
4146700 · CAPITAL PURCHASES-ZONING	\$9,072	\$9,072
4147000 · TRAINING AND EDUCATION	\$500	\$500
4156300 · SHADE TREE COMMISSION EXPENSE	\$100	\$100
4156310 · PROF. SERVICES--SHADE TREES	\$5,175	\$5,000
4156340 · PLANNING COMM-ADVERTISE	\$200	\$200
4166450 · CODE APPEALS BOARD EXPENSE	\$100	\$100
4176300 · HUMAN RELATIONS COMMISSION EXP	\$100	\$200
4186340 · CIVIL SERVICE	\$50	\$500
4216390 · BOARD OF HEALTH EXPENSE	\$50	\$100
4226110 · SALARY-RENTAL PROP INSPECTOR	\$6,500	\$6,500
4226160 · PAYROLL TAXES	\$800	\$800
4226200 · SUPPLIES-RENTAL PROP INSP	\$200	\$200
4226260 · EQUIPMENT-RENTAL INSPECTION	\$400	\$400
4226310 · PROFESSIONAL SERVICES-RENTAL	\$500	\$500
4226340 · ADVERTISE/PRINTING RENTAL INSP	\$1,500	\$1,500
4276110 · SALARY-ASST. SUPER-STREET-SANIT	\$42,870	\$44,156

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Accrual Basis

4276130 · SALARY-CDL DRIVERS-FULL TIME	\$88,000	\$88,080
4276150 · EMPLOYEE BENEFITS-SANITATION	\$31,000	\$31,000
4276151 · HEALTH DEDUCTABLE-SANT	\$3,500	\$3,500
4276160 · PAYROLL TAXES/EMPLOYER-SANITATI	\$14,000	\$14,000
4276180 · WORKERS COMP INSURANCE	\$12,000	\$12,000
4276192 · OVERTIME WAGES-SANITATION	\$7,000	\$5,000
4276200 · SUPPLIES-SANITATION	\$1,100	\$1,500
4276210 · CDL DRIVER BONUS-SANITATION	\$3,000	\$3,000
4276220 · SANITATION EXPENSE	\$500	\$500
4276240 · UNIFORMS-SANITATIONS	\$4,600	\$3,500
4276250 · VEHICLE PARTS-SANITATION	\$3,100	\$2,500
4276260 · SM TOOLS/MINOR EQUIP.-SANITATIO	\$200	\$500
4276310 · PROFESSIONAL SERV.-SANITATION	\$300	\$200
4276320 · COMMUNICATIONS-SANITATION	\$400	\$400
4276330 · VEHICLE GAS, OIL ETC.-SANITATIO	\$12,000	\$12,500
4276340 · ADVERTISING/PRINTING	\$16,000	\$16,000
4276341 · DELINQUENT REFUSE NOTICES	\$200	\$500
4276342 · RECYCLING CALENDARS	\$3,800	\$3,000
4276350 · INSURANCE & BONDING-SANITATION	\$13,750	\$12,000
4276360 · PUBLIC UTILITY SERV.-SANITATION	\$3,000	\$3,000
4276370 · VEHICLE REPAIR & MAINT.-SANITA	\$13,000	\$12,000
4276450 · CONTRACTED SERV.-SANITATION	\$120,000	\$105,000
4276460 · COMPOST COMM. FEES	\$3,500	\$3,500
4276480 · BLDG. REPAIRS & MAINT.-SANITATI	\$1,200	\$1,500
4276490 · OTHER SERV & CHGS - SANITATION	\$300	\$500
4276700 · CAPITAL PURCHASE-SANITATION	\$60,549	\$60,549
4306110 · SALARY-SUPER-STREET-SANT.	\$22,700	\$55,000
4306140 · SALARY-PT LABORERS	\$110,000	\$115,000
4306150 · EMPLOY BENEFITS - STREET	\$18,000	\$9,000
4306151 · HEALTH DEDUCTABLE	\$500	\$500
4306160 · PAYROLL TAXES EMPLOYER-STREET	\$17,000	\$17,000
4306180 · WORKMANS COMP INS-STEEET	\$9,000	\$7,000
4306192 · OVERTIME WAGES-STREET	\$500	\$500
4306193 · STREET-TERMINAL LEAVE	\$33,954	\$0
4306200 · SUPPLIES-STREET	\$4,500	\$4,000
4306210 · CDL DRIVER BONUS-STREET	\$1,800	\$1,800
4306240 · UNIFORMS-STREET	\$1,000	\$1,000
4306250 · VEHICLE PARTS-STREET	\$1,800	\$1,500
4306260 · SM TOOL/MINOR EQUIP-STREET	\$500	\$500
4306310 · PROFESSIONAL SERV.-STREET	\$550	\$500
4306320 · COMMUNICATION-STREET	\$1,000	\$1,000
4306330 · VEHICLE GAS, OIL ETC.-STREET	\$13,000	\$12,000
4306340 · ADVERTISING/PRINTING-STREET	\$500	\$500
4306350 · INSURANCE/BONDING-STREET	\$8,000	\$9,000
4306360 · PUBLIC UTILITY SERV.-STREET	\$2,800	\$3,000
4306370 · VEHICLE REPAIR & MAINT.-STREET	\$3,000	\$3,000
4306420 · DUES & SUBSCRIPTIONS-STREET	\$300	\$300
4306450 · CONTRACTED SERVICES-STREET	\$1,300	\$1,200

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Accrual Basis

4306460 · MEETING/CONFERENCES-STREET	\$200	\$200
4306480 · BLDG REPAIRS & MAINT.-STREET	\$500	\$1,000
4306490 · OTHER SERV. & CHARGES-STREET	\$500	\$500
4306700 · CAPITAL PURCHASE	\$15,000	\$20,000
4316200 · SUPPLIES-STREET & GUTTERS	\$200	\$0
4316260 · SM TOOLS/MINOR EQUIP-ST & GUTT	\$300	\$500
4316300 · STREET SWEEPING-OPERATOR SALARY	\$3,500	\$3,500
4316330 · FUEL-STREET SWEEPER	\$1,000	\$750
4316350 · STREET SWEEPER-INSURANCE	\$1,000	\$1,000
4316370 · REPAIR & MAINT-ST SWEEPER	\$1,000	\$0
4316700 · CAPITAL PURCHASE-ST & GUTTER	\$0	\$0
4326200 · SUPPLIES-SNOW & ICE REMOVAL	\$5,000	\$1,000
4326260 · SM TOOL/MINOR EQUIP-SNOW-ICE RE	\$200	\$200
4326370 · REPAIR MAINT. SERC-SNOW & ICE	\$200	\$200
4336360 · PUBLIC UTIL. SERV-TRAF SIG/SIGN	\$250	\$0
4336370 · REPAIRS/MAINT-TRAF SIG/SIGNS	\$200	\$0
4346360 · PUBLIC UTIL SERV-ST. LIGHTING	\$0	\$0
4356450 · CONTRACTED SERV.-SIDEWALKS/CROS	\$575	\$0
4366130 · SALARY-REIMB FROM SEWER FUND	\$42,870	\$44,156
4366150 · ST. DEPT. BENEFITS REIMB.	\$12,000	\$12,000
4366151 · SEWER-DEDUCTABLE	\$2,500	\$2,500
4366160 · PAYROLL TAXES-SEWER	\$3,900	\$3,500
4366192 · SEWER-OVERTIME	\$3,000	\$2,500
4366370 · REPAIRS & MAINT-STORM SEWER/DRA	\$5,000	\$8,000
4366450 · CONTRACT SERV.- SEWER/DRAINS	\$2,500	\$2,500
4366490 · OTHER SERV-SEWER/DRAINS	\$2,000	\$2,500
4386200 · SUPPLIES-REPAIR HWYS	\$1,000	\$2,000
4386370 · REPAIRS & MAINT-REPAIR HWYS	\$3,800	\$3,000
4436000 · CITY FUEL PUMPS MAINT & REP	\$4,100	\$3,500
4501000 PUBLIC PROPERTY MAINTENANCE	\$0	\$35,000
4526120 · SALARY-PARK STAFF	\$11,500	\$15,000
4526160 · PAYROLL-TAXES EMPLOYER-PARKS	\$1,250	\$2,000
4526200 · SUPPLIES-PARKS	\$3,500	\$3,500
4526260 · SM TOOLS/MINOR EQUIP-PARKS	\$300	\$500
4526350 · INSURANCE/BONDING-PARKS	\$1,000	\$1,000
4526360 · PUBLIC UTILITY SERV.-PARKS	\$2,800	\$3,000
4526370 · REPAIRS & MAINT-PARKS	\$2,400	\$2,000
4526470 · PUBLIC UTILITY SERVICE-COSGROVE	\$0	\$0
4527000 · PARKS & REC COMM EXPENSE	\$100	\$200
4536120 · SALARY-BUS IMPROVEMENT DISTRICT	\$25,621	\$26,389
4536150 · EMPLOY BENEFITS-BUS IMPROV DIST	\$8,134	\$9,000
4536151 · HEALTH DEDUCTABLE-BUS IMP DISTR	\$100	\$100
4536160 · PAYROLL TAXES-BUS IMPR DISTRICT	\$2,500	\$2,500
4536180 · WORKERS COMP-BUS IMP DISTRICT	\$500	\$500
4536190 · BUS IMPROVEMENT MAINT.	\$1,700	\$0
4536240 · MAIN STREET-CLOTHING	\$500	\$500
4566200 · LIBRARY-SUPPLIES	\$200	\$200
4566370 · REPAIRS & MAINT.-LIBRARY	\$800	\$500

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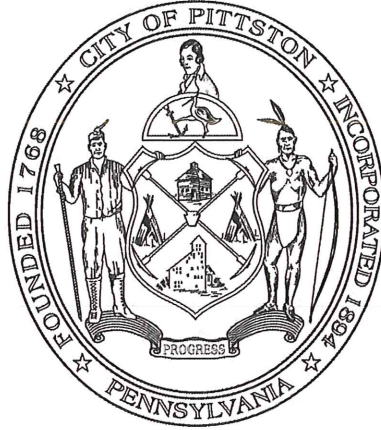
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Accrual Basis

4566450 · CONTRACTED SERV.-LIBRARY	\$350	\$350
4566480 · LIBRARY CONTRIBUTION	\$38,000	\$38,000
4576700 · CIVIL AND MILITARY CELEBRATION	\$1,500	\$1,500
4576710 · SPECIAL EVENTS	\$9,000	\$9,000
4576720 · SHOWMOBILE INSURANCE	\$200	\$300
4576730 · SHOWMOBILE MAINTENANCE	\$300	\$300
4706450 · ENERGY SAVINGS CONTRACT	\$5,831	\$5,850
4716200 · TERM BOND/NOTE- PRINCIPLE	\$165,000	\$166,000
4726101 · SERIES 2014-B INTEREST	\$3,100	\$3,500
4726102 · SERIES 2014-C INTEREST	\$17,000	\$17,000
4726103 · SERIES 2014-D INTEREST	\$17,000	\$31,500
4726104 · SERIES 2015-CH ENERGY SAVINGS	\$95,112	\$95,000
4726105 · SERIES A-2015	\$60,900	\$60,900
4726106 · ST LIGHT ENERGY SAVINGS	\$80,187	\$80,187
4726107 · SERIES 2017-LCCC INTEREST	\$0	\$67,200
4726108 · SULLIVAN PARK	\$0	\$19,491
4726200 · TERM BOND/NOTE INTEREST	\$40,000	\$40,000
4726600 · TAX ANTICIPATION NOTE INTEREST	\$8,131	\$9,000
4766000 · LOAN ISSUANCE COSTS	\$500	\$0
4846000 · INS. PREMIUM- GENERAL LIABILITY	\$120,000	\$120,000
4846100 · INSURANCE CLAIM REIMB	\$95,882	\$10,000
4866001 · BLUE CROSS RETIREES	\$0	\$0
4896000 · OTHER MISC EXP.	\$1,100	\$1,000
4936310 · APPRAISAL PROFESSIONAL SERVICES	\$0	\$15,000
4936311 · OPEB CALCULATION	\$0	\$1,500
4936520 · DONATIONS	\$1,000	\$1,000
4980000 · RESTRICTED RESERVE	\$100	\$25,000
4996100 · PRIOR YEAR LIABILITIES	\$11,752	\$13,407

Total Expenditures

Net Income	\$4,967,706	\$5,340,440
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**City of Pittston
Fiscal Year 2018
Approved Budget**

**LIQUID FUELS
FUND**

City of Pittston

LIQUID FUELS FUND

The Pennsylvania State Government levies a tax on all liquid fuels (primarily gasoline) and fuels (diesel fuel and all other special fuels except dyed diesel fuel, liquid fuels and alternative fuels) used or sold and delivered by distributors in Pennsylvania. A portion of this tax is distributed to municipalities for expenditure for roadway maintenance and street lighting.

The City of Pittston prudently utilizes its Liquid Fuels Funds to maintain and improve eligible city roadways, pay for winter snow-plowing and ice abatement, and for the cost of street lighting and traffic signals. A 2015 city project to convert all of our streetlights to cost-effective LED light fixtures dramatically decreased the cost of maintenance and electricity for the streetlights.

STREET REPAVING

Through use of Liquid Fuels Funds, as well as a partnership with the local water utility and the state department of transportation (PENNDOT) many city streets have been repaved in recent years:

Please note: No significant street repaving was completed during 2017 due to the severe blizzard of March 2017 during which the city expended tens of thousands of dollars in Liquid Fuels Funds and General Funds to address the snowfall emergency. Essentially, funds planned to be used for 2017 road paving were consumed by the blizzard-related costs. However, the Pennsylvania American Water Company began a project to install a new water line along the entirety of Cliff Street and a portion of Tompkins Street in late 2017 with both areas of roadways scheduled for repaving in the spring of 2018.

- **In 2016**, the following streets were repaved: Dewitt Street; Ormsby Alley from Dewitt to Green Streets; portion of Spring Street between Tomato Festival Drive and Market Street; intersection of Cornelia and New Streets; drainage swale along East Columbus Avenue; Market Street; Wood Street; Stark Street; lower Church Street; Butler Street; East Columbus Avenue

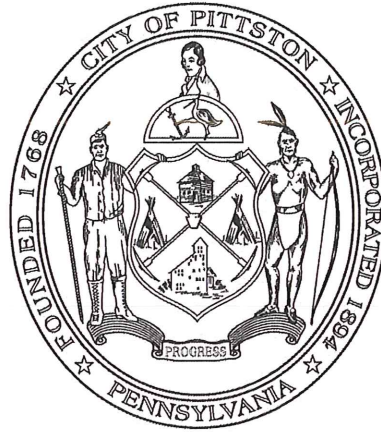
- In **2015**, the following streets were repaved: North Main Street, Parsonage Street, East Frothingham Street, East Oak Street, Cron Street, last block of Carroll Street.
- In **2014** the following streets were repaved: William Street, Kennedy Boulevard, John Street, Lower Market Street from South Main Street to Kennedy Boulevard, Swallow Street, Defoe Street, Bolin Street, Atlantic Alley, Curtis Street, Wilford Street, Reap Court.
- In **2013** the following streets were repaved: New Street from Cornelia Street to the City limits; Wilford Street from New Street to the dead end; Dock Street from North Main Street to Kennedy Boulevard; Water Street from North Main Street to Kennedy Boulevard; Cron Street from Water Street to the terminus; Morgan Lane
- In **2012**, road-paving included: Plank Street, Broad Street, Front Street, Union Street.

This street paving was accomplished through city appropriations and by utility companies and the state government:

- **Investments by Pennsylvania American Water Company.** For the last several years. the city has worked closely with the Pennsylvania American Water Company, which has replaced thousands of feet of water mains on city streets and repaved the affected streets at no cost to the city. During 2015-2016, Wood, Stark, East Frothingham, East Oak, Butler and parts of Tompkins and Church Streets all had new water mains installed and were repaved by the water company. This work continued in 2016 with the installation of a new water main and the repaving of Market Street from South Main Street to the city limits at Pittston Township, and this annual investment continues.
- **Investments by Pennsylvania State Department of Transportation (PENNDOT).** Additionally, with the encouragement of city officials, the state transportation department, PENNDOT, has invested in repaving state highways in the city. In recent years, PENNDOT has repaved: Plank Street, North Main Street, Kennedy Boulevard, and in 2016 repaved East Columbus Avenue.

FY 2018 APPROVED LIQUID FUELS FUND BUDGET

	Fiscal Year 2017 Amended Budget	FISCAL YEAR 2018 APPROVED BUDGET
Revenue		
3414100 · INTEREST-LIQ FUELS	\$1,000	\$1,000
3556050 · LIQUID FUELS TAX	\$224,432	\$237,000
3914400 · PRIOR YEAR REFUND	\$45	\$0
3990000 · USE OF UNRESERVED FUND BALANCE	\$0	\$50,500
Total Revenue	\$225,477	\$288,500
Expenditures		
4006340 · ADVERTISING & PRINTING	\$500	\$500
4086310 · ENGINEER FEES	\$500	\$2,000
4306370 · VEHICLE REPAIR-STREET	\$2,500	\$3,000
4306700 · CAPITAL PURCHASE-LF	\$4,000	\$10,000
4316200 · SUPPLIES-STREET/GUTTERS	\$5,000	\$5,000
4316370 · REPAIRS & MAINT SERVICES-STREET	\$5,000	\$5,000
4316450 · CONTRACTED SERVICES-STREET/GUTT	\$12,000	\$5,000
4316600 · ST SWEEPER MAINT--STREET/GUTTER	\$5,000	\$5,000
4316700 · CAPITAL PURCHASES-STREET/GUTTER	\$19,718	\$19,800
4326200 · SUPPLIES-SNOW REMOVAL	\$16,000	\$10,000
4326260 · SMALL TOOLS/EQUIP-SNOW REMOVAL	\$4,000	\$3,000
4326370 · REPAIR-MAINT/SNOW REMOVAL	\$3,000	\$3,000
4326380 · RENTAL EQUIP/OTHER-SNOW REMOVAL	\$2,200	\$0
4326450 · CONTRACTED SERVICES/SNOW REMOVE	\$19,500	\$0
4336200 · SUPPLIES-TRAFFIC SIGNALS/SIGNS	\$3,000	\$2,200
4336300 · STREET SIGNS	\$10,000	\$5,000
4336360 · ELEC SERVICE-TRAFFIC SIGNAL	\$4,000	\$4,000
4336370 · REPAIRS/MAINT-TRAFF SIG/SIGNS	\$2,000	\$2,000
4336450 · CONTRACTED SERV-TRAFF SIG/SIGNS	\$9,000	\$8,000
4336700 · CAPITAL PURCHASE-TRAFF SIG/SIGN	\$7,500	\$15,000
4336800 GRANT MATCH GREEN LIGHT GO PROGRAM	\$0	\$46,000
4346360 · PUBLIC UTILITY SERV-ST LIGHTING	\$25,000	\$25,000
4346370 · REPAIR & MAINT SERV-ST LIGHTING	\$500	\$500
4366370 · REPAIR & MAINT. STORM SEWER	\$25,000	\$35,000
4386100 · PENNDOT FEES	\$100	\$500
4386200 · SUPPLIES-MAINT & REPAIR HIGHWAY	\$4,900	\$4,000
4386450 · CONTRACTED SERV.-REPAIR HWYS	\$5,559	\$5,000
4386600 · CAPITAL CONTRUCTION-REPAIR HWYS	\$30,000	\$65,000
Total Expense		
Net Income	\$225,477	\$288,500



City of Pittston

Fiscal Year 2018

Approved Budget

SEWER MAINTENANCE FUND

City of Pittston

Sewer Maintenance Fee:

Legislation

A large portion of the Pittston City Sewer System was constructed more than 100 years ago. Due to the age of this system the city continually expends large amounts of funds to maintain, repair and replace sewer mains, manholes and catch basins (street drains) throughout the city. To ensure funding is available for regular maintenance, emergency repairs and scheduled replacement of areas of the city sewer system, the city has established a special fund, called the “Sewer Maintenance Fund” where revenue is collected and utilized exclusively for the repair, maintenance and replacement of the sewer system.

Adopted by Ordinance set forth in Pittston City Code, Chapter 386 Sewers and Sewage Disposal, Article IV Sewer Rents and Charges, Sections 386-17 to 386-21. This a Special Purpose Revenue Fund used to finance the maintenance of the city sewer system. Essentially, an annual fee is levied on each residential and commercial structure in the city and funds collected from those fees are deposited into the Sewer Maintenance Fund and spent on the repairs, maintenance and replacement of the city sewer system.

Pittston City Code Section 386-18(A) states that the City Council by Resolution shall set the sewer maintenance fee schedule. Each “Equivalent Residential Dwelling Unit” pays a set fee and commercial properties are charged based on water volume used per their water meter.

Ordinance, File of Council #4 of 2009, authorized a \$9,200,000 Sewer Revenue Note to be repaid through “revenue generated from the operation of the sewer system.” Accordingly, the debt service for this note is annually appropriated within the expenditures of the Sewer Maintenance Fund.

City of Pittston

Sewer Maintenance Fee:

Annual Budget

By ordinance, the City Council enacts an annual budget for the Sewer Maintenance Fund appropriating funds for the following:

Revenue for the Sewer Maintenance Fund includes:

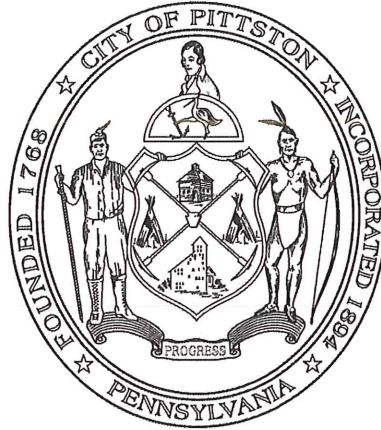
- 100% of the City Sewer Maintenance Fee levy;
- Interest earnings;
- Annual reimbursement for sanitary sewer repairs up to \$25,000 provided by the Wyoming Valley Sanitary Authority;
- Insurance payments related to recapture of costs from identified damages to the sewer system.

Expenditures for the Sewer Maintenance Fund include:

- Required auditing of the fund;
- Creation of Ordinances, Resolutions and administrative functions associated with the fund;
- Engineering services related to the sewer system;
- Utility bills related to the city's use of the sewer system;
- Debt Service Repayment of the 2009A Sewer Revenue Obligation Note used for extensive repair and enhancement of a portion of the sanitary and stormwater sewer system (PENNVEST);
- Materials, supplies, tools, and equipment used by the city Streets and Sanitation Department in the maintenance and repair of the sewer system;
- PAYGO Capital projects to purchase sewer maintenance equipment or conduct large repairs on the sewer system without taking on debt;
- Recapture of Street Department personnel costs incurred for sewer maintenance and repairs;
- Contractual repairs of the sewer system and its components for repairs and maintenance beyond the capability of the city Streets and Sanitation Department;
- Transfer to the General Fund of Direct and Indirect Cost Recovery associated with the operation, maintenance and repair of the sewer system expensed within the General Fund.

FY 2018 APPROVED SEWER MAINTENANCE FUND BUDGET

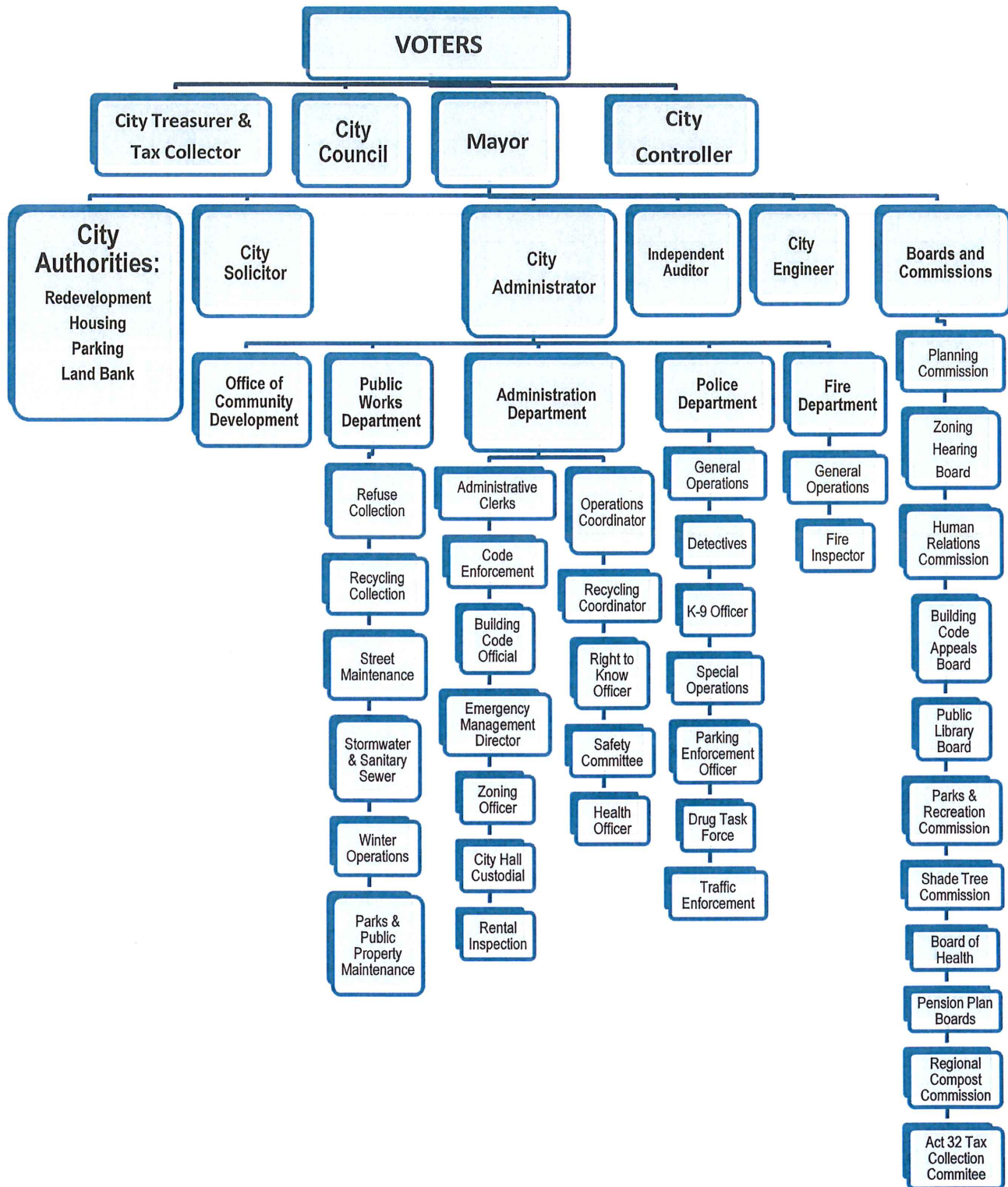
	Fiscal Year 2017	Fiscal Year 2018
	Amended Budget	APPROVED BUDGET
Revenue		
3324001 · WVSA MAINTENANCE CONTRIBUTION	\$49,725	\$25,000
3414100 · INTEREST SEWER MAINT FUND	\$350	\$350
3644120 · SEWER MAINTENANCE FEES	\$1,035,000	\$1,050,000
3894000 · MISCELLANEOUS REVENUE	\$25,014	\$0
3924503 · TRANSFERS FROM - PENNVEST	\$100,000	\$0
3990000 · USE OF FUND BALANCE	\$3,529	\$20,368
Total Income	\$1,213,618	\$1,095,718
Expenditures		
4006310 · AUDITING SERVICE	\$6,500	\$4,500
4006455 · MEMORY BACK-UP	\$1,200	\$1,000
4026310 · CONTRACTED SERVICES/FINAN ADMIN	\$3,500	\$1,000
4026510 · ORDINANCE CODIFICATION	\$100	\$1,500
4046450 · SPECIAL LEGAL SERVICES	\$25,000	\$44,000
4086310 · ENGINEERING SERVICES/ENGINEER	\$100	\$500
4096360 · PUBLIC UTILITY SER.	\$700	\$700
4116360 · PUB. UTILITY SERVICE	\$400	\$400
4276360 · PUBLIC UTILITY SERVICE	\$200	\$200
4306360 · PUBLIC UTILITY SERV.	\$200	\$200
4306370 · REPAIR-MAINT EQUIPMENT	\$4,500	\$4,000
4316700 · CAPITAL PURCH/CLEAN ST/GUTTERS	\$19,718	\$19,718
4356370 · REPAIRS & MAINT SIDEWALKS	\$5,000	\$1,500
4366200 · SUPPLIES/STORM SEWERS & DRAINS	\$5,500	\$4,000
4366260 · SM TOOLS/MINOR EQUIP STORM SEWE	\$1,000	\$1,000
4366370 · REP & MAINT SERVC/STORM SEW/DRA	\$10,000	\$10,000
4366380 · RENTAL EQUIP/STORM SEW&DRAINS	\$4,000	\$3,000
4366410 · JUDGEMENT-SETTLEMENT	\$10,000	\$10,000
4366450 · CONTRACT SERVICES/STORM SEW/DRA	\$15,000	\$20,000
4366460 · WVSA-BILLING FEE-QUARTERLY	\$74,000	\$60,000
4366465 · WVSA-STORM WATER FEES	\$3,500	\$3,000
4366490 · PENNVEST LOAN PAYMENT	\$580,000	\$580,000
4366600 · CAPITAL CONST/STORM SEW & DRAIN	\$10,000	\$10,000
4366700 · CAPITAL PURCH/SEWER	\$28,500	\$20,000
4386100 · PENNDOT HIGHWAY PERMITS	\$100	\$500
4896490 · OTHER MISC EXP/OTHER EXPENDITUR	\$200	\$500
4926010 · TRANS TO GEN FUND/INTERFUND OPE	\$292,000	\$292,000
4936100 · BUDGET RESERVE	\$100,000	\$500
4996100 · PRIOR YR LIABILITY	\$12,700	\$2,000
Total Expense	\$1,213,618	\$1,095,718

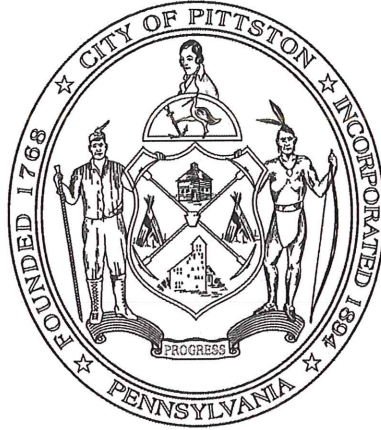


**City of Pittston
Fiscal Year 2018
Approved Budget**

**ORGANIZATION
CHART**

CITY OF PITTSTON: ORGANIZATION CHART





City of Pittston

Fiscal Year 2018

Approved Budget

Pittston City


Demographics

QuickFacts

Pittston city, Pennsylvania

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Table

All Topics	Pittston city, Pennsylvania
Persons under 5 years, percent, April 1, 2010	6.2%
 PEOPLE	
Population	
Population estimates, July 1, 2017, (V2017)	NA
Population estimates, July 1, 2016, (V2016)	7,602
Population estimates base, April 1, 2010, (V2017)	NA
Population estimates base, April 1, 2010, (V2016)	7,734
Population, percent change - April 1, 2010 (estimates base) to July 1, 2017, (V2017)	NA
Population, percent change - April 1, 2010 (estimates base) to July 1, 2016, (V2016)	-1.7%
Population, Census, April 1, 2010	7,739
Age and Sex	
Persons under 5 years, percent, July 1, 2016, (V2016)	X
Persons under 5 years, percent, April 1, 2010	6.2%
Persons under 18 years, percent, July 1, 2016, (V2016)	X
Persons under 18 years, percent, April 1, 2010	20.8%
Persons 65 years and over, percent, July 1, 2016, (V2016)	X
Persons 65 years and over, percent, April 1, 2010	18.0%
Female persons, percent, July 1, 2016, (V2016)	X
Female persons, percent, April 1, 2010	53.2%
Race and Hispanic Origin	
White alone, percent, July 1, 2016, (V2016) (a)	X
Black or African American alone, percent, July 1, 2016, (V2016) (a)	X
American Indian and Alaska Native alone, percent, July 1, 2016, (V2016) (a)	X
Asian alone, percent, July 1, 2016, (V2016) (a)	X
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2016, (V2016) (a)	X
Two or More Races, percent, July 1, 2016, (V2016)	X
Hispanic or Latino, percent, July 1, 2016, (V2016) (b)	X
White alone, not Hispanic or Latino, percent, July 1, 2016, (V2016)	X
Population Characteristics	
Veterans, 2012-2016	496
Foreign born persons, percent, 2012-2016	1.7%
Housing	
Housing units, July 1, 2016, (V2016)	X
Housing units, April 1, 2010	3,907
Owner-occupied housing unit rate, 2012-2016	55.5%
Median value of owner-occupied housing units, 2012-2016	\$89,400
Median selected monthly owner costs -with a mortgage, 2012-2016	\$1,075
Median selected monthly owner costs -without a mortgage, 2012-2016	\$458
Median gross rent, 2012-2016	\$669
Building permits, 2016	X
Families & Living Arrangements	
Households, 2012-2016	3,469
Persons per household, 2012-2016	2.20
Living in same house 1 year ago, percent of persons age 1 year+, 2012-2016	87.3%
Language other than English spoken at home, percent of persons age 5 years+, 2012-2016	2.6%
Education	
High school graduate or higher, percent of persons age 25 years+, 2012-2016	87.8%
Bachelor's degree or higher, percent of persons age 25 years+, 2012-2016	14.2%
Health	
With a disability, under age 65 years, percent, 2012-2016	16.5%

Persons without health insurance, under age 65 years, percent

▲ 7.5%

Economy

In civilian labor force, total, percent of population age 16 years+, 2012-2016	60.6%
In civilian labor force, female, percent of population age 16 years+, 2012-2016	54.8%
Total accommodation and food services sales, 2012 (\$1,000) (c)	10,039
Total health care and social assistance receipts/revenue, 2012 (\$1,000) (c)	40,326
Total manufacturers shipments, 2012 (\$1,000) (c)	24,309
Total merchant wholesaler sales, 2012 (\$1,000) (c)	447,160
Total retail sales, 2012 (\$1,000) (c)	117,223
Total retail sales per capita, 2012 (c)	\$15,192

Transportation

Mean travel time to work (minutes), workers age 16 years+, 2012-2016	22.1
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Income & Poverty

Median household income (in 2016 dollars), 2012-2016	\$34,317
Per capita income in past 12 months (in 2016 dollars), 2012-2016	\$22,888
Persons in poverty, percent	▲ 20.8%

BUSINESSES

Businesses

Total employer establishments, 2015	X
Total employment, 2015	X
Total annual payroll, 2015 (\$1,000)	X
Total employment, percent change, 2014-2015	X
Total nonemployer establishments, 2015	X
All firms, 2012	720
Men-owned firms, 2012	380
Women-owned firms, 2012	173
Minority-owned firms, 2012	F
Nonminority-owned firms, 2012	601
Veteran-owned firms, 2012	72
Nonveteran-owned firms, 2012	526

GEOGRAPHY

Geography

Population per square mile, 2010	4,989.7
Land area in square miles, 2010	1.55
FIPS Code	4261048

Value Notes

▲ This geographic level of poverty and health estimates is not comparable to other geographic levels of these estimates

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2017) refers to the final year of the series (2010 thru 2017). *Different vintage years of estimates are not comparable.*

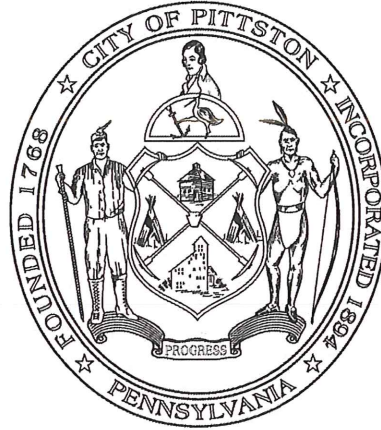
Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in upper interval of an open ended distribution.
- D Suppressed to avoid disclosure of confidential information
- F Fewer than 25 firms
- FN Footnote on this item in place of data
- NA Not available
- S Suppressed; does not meet publication standards
- X Not applicable
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.



City of Pittston

Fiscal Year 2018

Approved Budget

PITTSTON CITY CODE §23

Budget, Debt and Financial Management Policy

City of Pittston, PA
Thursday, December 28, 2017

Chapter 23. Budget, Financial and Debt Management Policy

[HISTORY: Adopted by the City Council of the City of Pittston 12-18-2013 by Res. No. 11498. Amendments noted where applicable.]

§ 23-1. Title; purpose.

- A. Short title. This chapter may be cited as the "Budget and Debt Management Policy" for the City of Pittston and was reviewed by the Transition Committee per § C13.01 of the Home Rule Charter.
- B. Purpose. Whereas § C11.02 of the Home Rule Charter (Ordinance No. 2013-1, effective January 2, 2013) requires that the City Administrative Code include policies on budget formulation and management, and prudent budget and financial administration policies require short- and long-term debt management policies, and whereas § C11.10 of the Home Rule Charter requires a policy on long-term planning, and § C13.01 of the Home Rule Charter states the Administrative Code shall be adopted and amended by ordinance, the purpose of this chapter shall be to address these requirements.

§ 23-2. Budget formulation and administration policies.

The following policies on budget formulation and administration shall be followed by the City of Pittston:

- A. General budget policies.
 - (1) The City fiscal year shall begin on January 1 and end on December 31.
 - (2) No disbursement of funds shall be made without authorization and appropriation in accordance with § C11.08 of the Home Rule Charter.
 - (3) Appropriations, other than capital appropriations, shall lapse at the end of the fiscal year unless specifically authorized by law to continue in accordance with § C11.09 of the Home Rule Charter.
 - (4) The budget shall consist of a general fund and such special purpose and other designated funds as authorized by law. All revenue and expenditures not specifically authorized and appropriated to a special purpose or other designated fund shall be budgeted and appropriated within the general fund.
 - (5) Each fund shall be organized by revenue and expense category at the department or function level, to a level of line-item detail not less than a separation for personnel services, nonpersonnel services and debt service. The City Administrator shall determine the level of budget line-item detail required below department by personnel and nonpersonnel services, based on practical and efficient accounting and the need to track programmatic expenditures.
 - (6) The Pennsylvania state government chart of accounts shall be used as a general guide to the numbering and organization of budget line items and the tracking of revenue and expenditures. For the liquid fuels fund, all requirements of the Pennsylvania State Department of Transportation and guidelines of the Pennsylvania State Auditor General Office shall be followed.
 - (7) Emergency appropriations in accordance with § C11.07 of the Home Rule Charter may be made following the declaration of an emergency by the Mayor of the City in accordance with § C3.04J of the Home Rule Charter. The City Council may, by resolution, establish policies and procedures for emergency appropriations and expenditures during a declared emergency.

B. Budget formulation policies.

- (1) Proposed budget. In accordance with §§ C4.04B, C11.02 and C11.03 of the Home Rule Charter, the City Administrator shall provide to the Mayor and City Council a proposed budget in the form of an ordinance for all funds of the City budget not later than October 31 of the preceding year. The City Administrator shall include a budget message with the transmittal of the proposed budget that shall detail major changes from the previous year and specify any new programs or programs to be ended.
- (2) Balanced budget. The proposed budget shall be balanced for all funds. Expenditures shall not exceed the sum total of anticipated revenue and available fund balance.
- (3) Revenue. The budget shall include all anticipated revenue and a summary of the assumptions made to project the revenue. Any changes to existing revenue ordinances or the enacting of new separate revenue ordinances required to adopt the budget as presented shall be noted.
 - (a) Revenue cap. The proposed budget revenue shall adhere to the revenue cap established in § C11.06A of the Home Rule Charter.
 - (b) Homestead property tax deduction. The proposed budget property tax revenue must include the anticipated effects on property tax revenue of the homestead deduction required by § C11.06D of the Home Rule Charter.
- (4) Fund balance/reserves. Designated and/or reserved fund balance may be used only in accordance with the designated and reserved purpose. Undesignated and unreserved fund balance may be appropriated for general or specified purposes. Sufficient fund balance as determined by the City Administrator in consultation with the City Treasurer and City Controller shall be retained to ensure available cash flow and for unanticipated contingencies.
- (5) Expenditures. The budget shall include all anticipated expenditures and a summary of assumptions made to project the expenditures, including for personnel services, nonpersonnel services, employer pension contributions, insurance, utilities and debt service. Any changes to existing expenditure authorization ordinances or the enacting of new separate expenditure authorization ordinances required to adopt the budget as presented shall be noted.
- (6) Public inspection. In accordance with § C11.03 of the Home Rule Charter, following introduction, the proposed budget shall be available for public inspection for a period of not less than 30 days. A copy of the proposed budget shall be available in the office of the City Administrator during normal business hours for public inspection. The City Administrator may also direct that the proposed City budget or a summary of the budget be posted on the City website. Printed copies of the City proposed budget shall be available at the normal document copying cost as set by resolution of the City Council.
- (7) Budget adoption. In accordance with § C11.03 of the Home Rule Charter, the City Council shall, following the thirty-day public inspection period, but prior to January 1, enact the budget by approving the budget ordinance with or without amendment, except that any amendments approved shall increase expenditures beyond the certified total of anticipated revenue and available fund balance unless provision is also made to increase the revenue, and no amendment shall be approved that shall reduce any expenditure required by law to fund existing debt service, to meet existing unpaid obligations or to fund existing collective bargaining agreements. The public shall be afforded a chance to comment on the budget prior to its adoption. The public may provide written comments to the City Council or address the City Council in public session in accordance with the rules of the City Council for public testimony.
- (8) Failure to adopt budget. If the City Council fails to adopt a budget by January 1, in accordance with § C11.04 of the Home Rule Charter, the proposed budget as introduced by the City Administrator shall become the approved budget.

C. Budget administration policies.

- (1) In accordance with § C4.04G of the Home Rule Charter, the City Administrator shall provide a monthly summary report of the actual year-to-date expenditures and revenue compared to the budget level to the City Council.

- (2) On a quarterly basis, the City Administrator shall provide to the Mayor and each member of the City Council and to the City Controller a comprehensive year-to-date budget report showing the actual expenditures and actual revenue compared to the budget levels for each line item for each fund of the approved City budget.
- (3) The City Council may, at any time, by motion or resolution, request a budget report or analysis from the City Administrator.
- (4) Approved budget reports shall be available for public inspection. Copies of budget reports shall be available for purchase at the regular document-copying cost as approved by resolution of the City Council.

D. Budget amendment and supplemental appropriations policies.

- (1) Budget amendment following election. In the January following a municipal election, the approved budget may be adopted by the City Council in accordance with the provisions of § C11.05 of the Home Rule Charter.
- (2) Budget amendment. Whenever actual or anticipated revenues and expenditures change from the budgeted level or are expected to change from the budgeted level, the City Administrator may recommend to the City Council that the approved budget be amended by resolution or ordinance in accordance with the provisions of § C11.05 of the Home Rule Charter. No budget amendment shall increase the total expenditures unless supported by an increase in total revenue.
- (3) Supplemental appropriation. When the City receives a grant, the proceeds of authorized borrowing, a donation, or other allocation whose receipt and expenditure was previously approved by the City Council, the City Administrator shall be authorized to receive and disburse such appropriation as provided by law, and the City Council shall, by resolution, amend the budget to show the receipt and disbursements in the actual amounts.

E. Budget and policies for private donations.

- (1) The City Administrator is authorized to accept private donations to the City government for general or specified purposes and authorize the expenditure of such funds for authorized purposes. The City Administrator shall prepare written regulations for how private donations shall be handled.
- (2) All donations shall be entered into the accounting system of record in the general fund and budgeted transparently in the general fund and subject to audit by the City Controller and as part of the annual audit process. Private donations shall be treated as City revenue and shall be remitted to the City Treasurer.
- (3) No City employee or officer shall solicit or accept private donations except as authorized by the City Administrator.
- (4) The City Council and City Controller may request a report from the City Administrator and City Treasurer on private donations received and expended.

§ 23-3. Debt management policies.

The following policies on debt management shall be followed by the City of Pittston:

A. Debt management policies.

- (1) The City of Pittston shall adhere to the Pennsylvania Local Government Unit Debt Act^[1] and all other applicable state laws and regulations in the issuance of debt.

[1] *Editor's Note: See 53 Pa.C.S.A. § 8001 et seq.*

- (2) The following policies shall be followed for incurring long-term debt:
 - (a) Adherence to the Local Government Unit Debt Act.

- (b) Borrowing shall be undertaken only when necessary.
 - (c) Borrowing shall be accomplished at the lowest possible interest rate and the most favorable terms, including retaining favorable options for future refinancing in the event of a change in financial conditions.
 - (d) Borrowing should be for capital improvement, economic development or unfunded debt as authorized by law and not to support recurring regular operational costs.
 - (e) Overall borrowing of nonelectoral debt shall be within the limits of the Local Government Unit Debt Act, and the annual impact of servicing costs for proposed electoral debt must be clearly set forth in the referendum for electoral debt.
 - (f) Necessary debt service for authorized debt shall be included in the annual approved budget and the long-term plan.
- (3) The following policies shall be followed for incurring lease rental debt:
- (a) Adherence to the Local Government Unit Debt Act.
 - (b) Borrowing shall be undertaken only when necessary.
 - (c) The length of the lease shall not exceed the projected service life of the financed equipment or vehicle.
 - (d) Borrowing shall be accomplished at the lowest possible interest rate and the most favorable terms, including retaining favorable options for future refinancing in the event of a change in financial conditions.
 - (e) Necessary debt service for authorized debt shall be included in the annual approved budget.
- (4) The following policies shall be followed for incurring tax revenue anticipation notes (TRANs):
- (a) To ensure adequate cash flow, the City may take out an annual TRAN as recommended to the City Council by the City Administrator in consultation with the City Treasurer.
 - (b) Such borrowing shall be undertaken only when necessary.
 - (c) Borrowing shall be accomplished at the lowest possible interest rate and the most favorable terms, including retaining favorable options for future refinancing in the event of a change in financial conditions.
 - (d) Necessary debt service for the interest on the TRAN shall be included in the annual approved budget.
 - (e) The City Administrator shall report to the City Council with the required budget reports the current balance on the TRAN and shall inform the City Council when the TRAN is repaid.

§ 23-4. Long-term planning policies.

The following policies on long-term planning shall be followed by the City of Pittston:

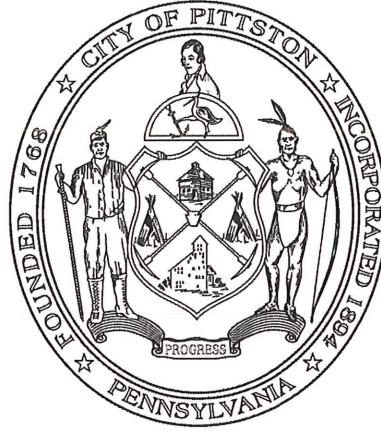
- A. Long-term plan, budget and financial. By December 31, 2014, the City Administrator shall prepare and submit to the City Council a five-year budget financial plan to the City Council accounting for necessary capital improvements to the City's infrastructure, public property, and City equipment. Each subsequent year, the City Administrator shall update and extend the plan by at least one year and submit the same with the proposed annual budget.
- B. Comprehensive Plan.
 - (1) By December 31, 2014, the City Administrator shall make a recommendation to the City Council on the creation of a Comprehensive Plan for the future development of the City. The recommendation shall

detail the scope of the plan, a time line for development, and an estimated cost.

- (2) The City Planning Commission and Office of Community Development and any other designated City offices, departments, boards and commissions shall assist in the development and execution of this plan.
- (3) The final Comprehensive Plan shall be approved by ordinance of the City Council.

§ 23-5. Violations and penalties.

Anyone who willfully violates any provision of this policy shall be subject to the disciplinary provisions of § C12.06 of the Home Rule Charter and/or the existing personnel policy, administrative regulations and ordinances of the City.



City of Pittston

Fiscal Year 2018

Approved Budget

Contact Information:

Pittston City Hall
Office of the City Administrator
35 Broad Street
Pittston, PA 18640
Telephone: 570.654.0513
www.pittstoncity.org